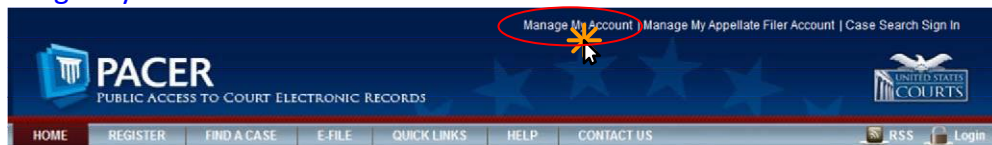


REQUESTING GOVERNMENT ATTORNEY REGISTRATION IN PACER

On August 23, 2021, the United States District Court for the Southern District of Illinois upgraded to the next generation (NextGen) of CM/ECF. This upgrade allows attorneys to request admission to practice or file electronically without having to fill out paper forms as previously required. Before applying, you must have an *individual* upgraded PACER account (you cannot use a shared PACER account for this process). If your individual PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

Requesting Government Attorney Registration

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov>. Click on the [Manage My Account](#) link.



STEP 2 Enter your PACER Username and Password. Click [Login](#).

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

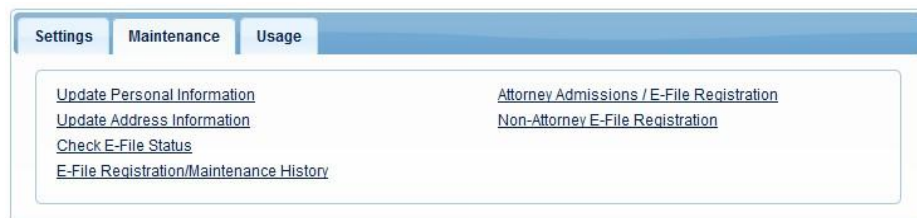
Password *

LoginClearCancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

STEP 3 Click the **Maintenance** tab.



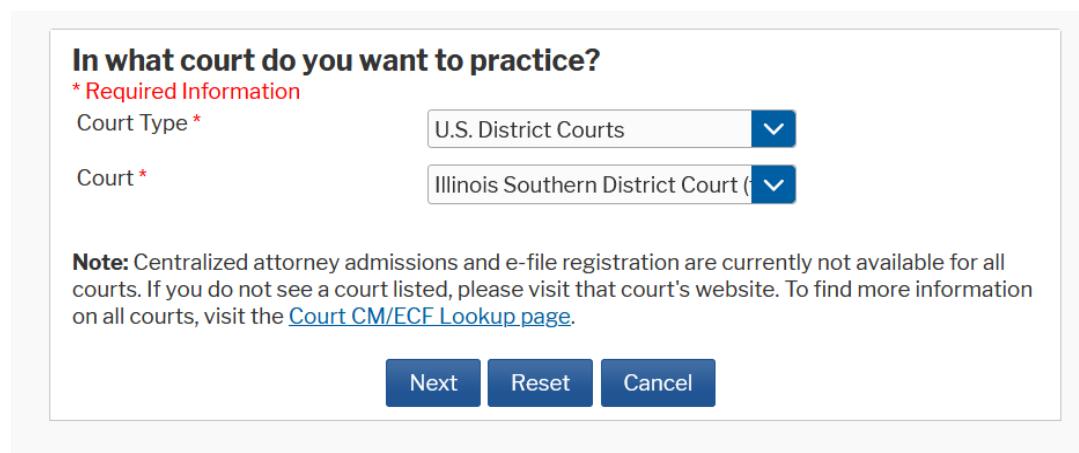
The screenshot shows a web application interface with three tabs: Settings, Maintenance, and Usage. The Maintenance tab is selected. Below the tabs, there is a list of links: Update Personal Information, Update Address Information, Check E-File Status, E-File Registration/Maintenance History, Attorney Admissions / E-File Registration, and Non-Attorney E-File Registration.

STEP 4 Click the [Attorney Admissions / E-File Registration](#) link.



The screenshot shows the same web application interface as in Step 3, but with the link [Attorney Admissions / E-File Registration](#) highlighted.

STEP 5 From the **Court Type** list, select [U.S. District Courts](#). From the **Court** list, select [Illinois Southern District Court – NextGen](#). Click Next.



The screenshot shows a form titled "In what court do you want to practice?". Below the title, there is a red asterisk and the text "* Required Information". The form has two dropdown menus: "Court Type *" and "Court *". The "Court Type *" dropdown is set to "U.S. District Courts" and the "Court *" dropdown is set to "Illinois Southern District Court (f". Below the dropdowns, there is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#)." At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel".

STEP 6 On the “**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR**” screen, [click the Federal Attorney link](#). Please see Note located in the yellow box below, for selection instructions on Federal, State and Local Government Attorneys.

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

All filers must read and be familiar with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this Court, and the CM/ECF User's Manual.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

PLEASE NOTE: FEDERAL, STATE AND LOCAL GOVERNMENT ATTORNEYS WHO ARE SEEKING ONLY GOVERNMENT ADMISSION AND NOT FULL ADMISSION TO THE BAR SHOULD SELECT "FEDERAL ATTORNEY". New attorney applicants for general admission should select "Attorney Admissions and E-File". Attorneys seeking permission to file on a case-by-case basis should select "Pro Hac Vice". (Note: A \$200 fee is assessed per each individual case.) Attorneys only wishing to practice in a Multi-District Litigation matter should select "Multi-District Litigation". If you are seeking to become a pro se e-filer, select "E-File Registration Only".

Back

Cancel

STEP 7 On the “**Filer Information**” section, check the acknowledgment that you are submitting the e-filing registration for an individual, not for the agency.

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court Attorney
Title Assistant U.S. Attorney
Name James Smith

☒ I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

☐ Use a different address. Checking this will clear the address fields below.

Firm/Office U.S. Attorney's Office
Unit/Department
Address * 9 Executive Drive
Room/Suite
City * Fairview
State * Illinois
County * ST. CLAIR
Zip/Postal Code * 10022
Country * United States of America

Primary Phone * 555-555-3232
Alternate Phone
Text Phone
Fax Number

STEP 8 Enter information for any federal courts where you are already admitted. "Most Recent Case" is for any cases in the Southern District of Illinois in which you plan to or have already entered your appearance. Then enter your State Bar information.

Additional Filer Information

Already Admitted at Court Select Court
Court Bar ID
Other Names Used
Most Recent Case (in court where you are registering)
State Bar ID 12345
State Illinois

STEP 9 Delivery Method and Formatting refers to your preferences as to the method, frequency, and format of all NEFs (Notices of Electronic Filing) received from CM/ECF. If you want your emails to be delivered to an address other than the email you have registered with PACER, you may enter that email address here. You may receive your NEFs Once Per Day (Daily Summery) or At the Time of Filing (One Email per Filing). The most common Email Format requested is HTML but you can select Text if you prefer.

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email *

james.smith@usdoj.gov ?

Confirm Email *

james.smith@usdoj.gov ?

Email Frequency *

Once Per Day (Daily Summery) ▼

Email Format *

HTML ▼

Next

Back

Reset

Cancel

Click **"Next"**.

PAYMENT INFORMATION

STEP 10 Optional: Click Add [Credit Card](#) or Add ACH Payment.


Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.





| | |
|---|--|
|  <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX0011 01/2026 Adam Martin 9 Executive Drive Fairview Heights, IL 62208 Update Delete | Add Credit Card Add ACH Payment |
|---|--|

[Next](#) [Back](#) [Cancel](#)

Optional: Enter the payment information. Click [Submit](#).

Add/Update Credit Card Payment

*** Required Information**

Account Holder Name * ?

Card Type * ?

Account Number * ?

Card Expiration Date * /

☐ Use billing address

Address *

City *

State * ?

Zip/Postal Code *

Country *

Account Nickname ?

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit](#) [Close](#)

STEP 11 Acknowledge the policies and procedures for attorney e-filers by selecting all the checkboxes. Click Submit.

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

☒

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

☒

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

Cancel

STEP 12 Click **Done**.

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

Page 7 of 7